

# 2015 Biennial Hazardous Waste Report

## Instructions for the Site Identification Verification Form

The information on the Site Identification (ID) Verification Form reflects the current information on file with KDHE and **will act as a Notification of Regulated Waste Activity form when updated, signed, and returned to KDHE.**

The Bureau of Waste Management (BWM) provides the Site ID Verification Form, as a component of the 2015 Biennial Hazardous Waste Report, to Large Quantity Generators (LQGs) and/or operating Treatment, Storage and Disposal Facilities (TSDFs). This form consists of shaded and unshaded sections. The unshaded sections (Items through XI) contain the current facility information in the KDHE database. The shaded sections (Items III through XI) are blank.

Review the information in the Site ID Verification Form. If any of the information is incorrect or incomplete, **please provide the correct or new information in the corresponding shaded portion of the form.** Please type or print clearly in black ink for all items except the signature in the Certification section (Item X). Refer to Item X, below for more information regarding the certification.

Large Quantity Generators (LQGs) are required to report their waste generation of the previous year. Therefore, if the facility was an LQG in 2015 but later notified as a different generator classification, the Site ID Verification Form may show a generator classification other than LQG. Refer to Item IX, below, for information regarding the current generator classification.

Please make a copy of the updated and signed form for your records before submitting it to KDHE **along with the other components of the 2015 Biennial Hazardous Waste Report.** For detailed information regarding the 2015 Biennial Hazardous Waste Report, refer to the “Instructions and General Information” document available online at [www.kdheks.gov/waste](http://www.kdheks.gov/waste).

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### Description of Items on the Site ID Verification Form

- Item I. – The form is being submitted. Check the reason for submitting the form.
- Item II. – Site’s ID Number. This is the 12-character EPA identification (ID) number for the site. The EPA ID Number is assigned to a site-specific location address and only applies to the activities at this location.
- Item III. – Name of Site.
  - Item III.A. – This is the legal name of the facility which is conducting business at this site.
  - Item III.B – This is the site-specific name (if may or may not be different from the legal name in Item III.A).
- Item IV. – NAICS for this Site. This is the North American Industry Classification System (NAICS) code(s) for the site that best describes the site’s primary business production process. A six-digit code (most specific description) is preferred for the site’s business; if a six-digit code is not available, a five-digit code is acceptable. (Each code must contain at least five digits.) The United States Census Bureau provides information about NAICS codes online at:

- Item V. – Site Location Address and Other Site Information. This is the physical location address for this site. It is the 911 system location address. A post office box or route number is not acceptable.
- Item VI. – Site Mailing Address. This is the site's mailing address (it may or may not be different from the site's location address).
- Item VII. – Site Contact Person. This includes the name, title, phone number, email address, fax number, and address for the person who should be contacted regarding this site.

**IMPORTANT: All correspondence and reports will be mailed to the site contact person at this address.**

- Item VIII. – Owner and/or Operator of Site. This is the name(s) of the site owner and operator. Note: If the owner and operator are different, complete both Item VIII.1 and 2.
  - Owner: The person who owns a site or part of a site. Note: This includes the owner(s) of the buildings(s) and/or land (e.g., property owner). This may be an individual, company, or business name.
  - Operator: The person responsible for the overall operation of the site. Note: This is the legal entity that controls the site operation rather than the plant or site manager. This is usually a company or business name, not an individual.

**IMPORTANT: If the owner and/or operator information has changed, be sure to include the approximate dates for the owner and operator. The site information can't be updated in the KDHE database without the dates.**

- Item IX. – Type of Regulated Waste Activity (Items IX.A., B., C., and D.). The **current** regulated waste activities (e.g., hazardous waste, used oil, universal waste activities, and waste codes) should be indicated in this section. Verify that this report shows the **current** activities as of today's date and, if necessary, provide the current information in Item IX of the shaded part of the form.

**IMPORTANT: If the generator classification has changed**, please provide the date the classification changed in Item IX.A.1. (Date activity began). Be sure to refer to the State generator classifications (described at the end of this document) instead of the Federal generator classifications.

Item IX.D. – Waste codes for federally regulated hazardous waste. Verify that the waste codes are accurate and correct if necessary.

- Item X. – Certification. This certification asserts that the information provided on the form is truthful, accurate, and complete.

**IMPORTANT: The Certification must be signed and dated by the owner, operator, or authorized representative. Unsigned and undated forms will not be processed.**

If the certification will be signed by the same person listed on the form, that person will sign their name below their printed name. In addition, that person will record the signature date below the date preprinted on the form in this section. If the certification will be signed by someone else, they should provide their signature, printed or typed name and title, and date signed in Item X of the shaded part of the form.

- Item IX. – Comments. This section is only in the shaded portion of the form. It is used for the facility contact to provide a brief explanation of any changes made to the form, or to provide any additional information relevant to the site.

## **Kansas Definitions and Classifications of Hazardous Waste Generators:**

Your site is a generator if the site generates hazardous waste that is listed in 40 CFR 261.31 through 261.33 or identified by one or more hazardous waste characteristics described in 40 CFR 261.21 through 261.24. The site generator classification is based on the total amount of hazardous waste generated in any **single** calendar month. It is **NOT** the average over months, rather the highest single monthly total. The listed hazardous wastes and a description of the characteristic wastes can be found in the “Hazardous Waste Generator Handbook.” This handbook is available online at the following Internet address:

[www.kdheks.gov/waste/forms/hazwaste/gen700-HWGenHandbook.pdf](http://www.kdheks.gov/waste/forms/hazwaste/gen700-HWGenHandbook.pdf)

**Large Quantity Generator (LQG):** A generator who meets **either** (or both) of the following criteria:

- Generates 1,000 kilograms (2,200 pounds) or more of hazardous waste in any single calendar month; **or**
- Generates or accumulates acutely hazardous waste and other waste listed in 40 CFR 261.5(e) in quantities equal to or greater than the generation limits listed in 40 CFR 261.5(e).

**Small Quantity Generator (SQG):** A generator who meets **all** of the following criteria:

- Generates more than 100 kilograms (220 pounds) of hazardous waste in any single calendar month; **and**
- Generates less than 1,000 kilograms (2,200 pounds) of hazardous waste in any single calendar month; **and**
- Generates and accumulates acutely hazardous waste and other waste listed in 40 CFR 261.5(e) in quantities less than the generation limits listed in 40 CFR 261.5(e).

**Kansas Small Quantity Generator (KSQG):** A generator that meets **all** of the following criteria:

- Generates 25 kilograms (55 pounds) or more of hazardous waste in any single calendar month; **and**
- Generates no more than 100 kilograms (220 pounds) of hazardous waste in any single calendar month; **and**
- Generates and accumulates acutely hazardous waste and other waste listed in 40 CFR 261.5(e) in quantities less than the generation limits listed in 40 CFR 261.5(e).

**Conditionally Exempt Small Quantity Generator (CESQG):** A generator who meets **both** of the following criteria:

- Generates less than 25 kilograms (55 pounds) of hazardous waste in any single calendar month; **and**
- Generates and accumulates acutely hazardous waste and other waste listed in 40 CFR 261.5(e) in quantities less than the generation limits listed in 40 CFR 261.5(e).

### **IF YOU NEED ASSISTANCE**

If you have questions regarding the Site ID Verification Form after reading the instructions, please contact Stacey Smith by phone at 785-296-0005 or by email at [notifications@kdheks.gov](mailto:notifications@kdheks.gov).